

**Commonwealth of Pennsylvania**  
**GOVERNOR'S OFFICE**

**EXECUTIVE ORDER**

Subject:		PA Open for Business		Number:	2002-6
Date:	Distribution:	By Direction Of:			
June 6, 2002	B			Mark S. Schweiker, Governor	

- WHEREAS, historically, the Commonwealth has required businesses to repeatedly submit various pieces of information to multiple agencies in numerous forms and formats as determined by separate authorities; and
- WHEREAS, advances in information technology enable the Commonwealth to make information exchanges from business to government, government to business, and across government agencies more efficient and effective for all parties; and
- WHEREAS, governments that make required interactions with business faster, easier, and cheaper provide a competitive advantage for businesses under their jurisdiction and encourage economic growth; and
- WHEREAS, the Commonwealth has created the Internet "Business" portal *PA Open for Business* with the goal of becoming the national leader for online interaction between business and government; and
- WHEREAS, early versions of *PA Open for Business* have received national recognition for creating a single face of government for business with customized content and paperless information exchange; and
- WHEREAS, the purpose of this Executive Order is to issue strategic direction to state agencies regarding PA Open for Business and to formalize its governance structure to include the PA Open for Business Steering Committee, Project Office, and Executive Council.

NOW, THEREFORE, I, Mark S. Schweiker, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the constitution of the Commonwealth of Pennsylvania and other laws of the Commonwealth, do hereby establish the strategic objectives and governance structure for *PA Open for Business*.

**1. Purpose.** The *PA Open for Business* initiative will serve to enhance economic growth in Pennsylvania by making information exchange between business and government, and across government agencies faster, easier, and less expensive. The overall mission of this initiative is to become and sustain the Commonwealth as the national leader for online transactions between and among government and business.

**2. Strategic Objectives.** *PA Open for Business* will:

- a. Serve as the "single face of government" for Internet communications between businesses and government in Pennsylvania;
- b. Personalize content to each business user's individual needs; and
- c. Take full advantage of the Internet for all communications.

**3. *PA Open for Business* Governance Structure.** The *PA Open for Business* governance structure shall consist of a Steering Committee and the Project Office, with oversight roles by the Executive Council and the Governor's Office as outlined below.

**a. Steering Committee.**

**(1) Objectives.**

**(a)** To develop fiscal year goals for each of the Governor's strategic objectives, in consultation with the *PA Open for Business* Project Office; and

**(b)** To oversee effective implementation of fiscal year goals by the *PA Open for Business* Project Office and participating agencies.

**(2) Responsibilities.** The Steering Committee shall:

**(a)** Make binding decisions and reach consensus on policy matters that cannot be resolved by the *PA Open for Business* Project Office;

**(b)** Seek timely resolution from the Governor's Director of Policy on any issue that cannot be adequately resolved by a consensus of the Steering Committee;

**(c)** Meet at least once every two months;

**(d)** Approve *PA Open for Business* timelines and project management plans as developed by the *PA Open for Business* Project Office;

**(e)** Serve as the liaison between the *PA Open for Business* Project Office and the participating Cabinet Secretaries; and

**(f)** Create subcommittees to provide technical/process expertise in support of the *PA Open for Business* Project Office's tactical plan.

**(3) Composition.** The Steering Committee shall consist of Deputy Secretary-level appointees, or an equivalent senior manager, who reports directly to the Cabinet Secretary, has decision-making authority, and embraces a Commonwealth "enterprise" perspective from the Departments of Labor and Industry, Revenue, State, Community and Economic Development, and the Office of Administration's Office of Information Technology, the Center for Customer Service and Innovation, and any other designees as appointed by the Governor.

**(4) Chairperson of the Steering Committee.**

**Responsibilities.** The Chairperson shall:

- (a) Lead the *PA Open for Business* initiative and achieve the Governor's strategic objectives;
- (b) Preside over all *PA Open for Business* Steering Committee meetings and official business for the initiative;
- (c) Serve a one-year, renewable term at the pleasure of the Governor;
- (d) Serve as the primary point of contact for the Governor's Director of Policy and the Cabinet Secretaries on *PA Open for Business* matters; and
- (e) Serve as chief spokesperson for the *PA Open for Business* within and outside of state government.

**b. PA Open for Business Project Office.**

**(1) Objectives.**

- (a) To develop an annual project plan for each fiscal year to achieve the goals established by the Steering Committee; and
- (b) To direct day-to-day project management of the *PA Open for Business* initiative including supervision of contractors, technical support, and process management at all levels of detail.

**(2) Responsibilities.** The *PA Open for Business* Project Office shall deliver a written report twice annually on the status of the *PA Open for Business* initiative to the Governor's Director of Policy and participating agency Cabinet Secretaries.

**(3) Composition.** The *PA Open for Business* Project Office shall consist of:

- (a) A Director appointed by the Steering Committee and the Office of Administration;
- (b) Appropriate staff within the Office of Administration as determined by the Director, in consultation with the Office of Administration's Deputy Secretaries for Human Resources and Management and Information Technology, and the *PA Open for Business* Steering Committee; and
- (c) Co-located personnel from participating agencies as necessary to support *PA Open for Business* technical or business process management needs.

**(4) Organizational Location.** The *PA Open for Business* Project Office will be located within the Office of Administration, Office for Information Technology, and shall report to the Deputy Secretary for Information Technology for administrative purposes, except for co-located employees working full-time on *PA Open for Business* from participating agencies who will remain under the jurisdiction of the participating agency.

**c. Governor's Director of Policy.**

**(1) Objective.** To interpret/clarify the Governor's purpose and strategic objectives for the *PA Open for Business* initiative for the Steering Committee.

**(2) Responsibilities.** The Governor's Director of Policy, or equivalent member of senior staff, shall:

**(a)** Consult with the Offices of Budget, Information Technology, and General Counsel, as necessary, to make timely, binding "enterprise" decisions for the *PA Open for Business* initiative. This role shall include responsibility for the resolution of inter-agency disputes that cannot be resolved by the Steering Committee, as well as any other matters of importance as identified by participating parties;

**(b)** Be the primary point of contact within the Governor's Office for the Steering Committee;

**(c)** Receive a written report, twice annually, on the status of the *PA Open for Business* initiative, and upon review, determine whether the Governor's overall strategic objectives are being met, and issue new guidance as necessary;

**(d)** Report, as needed, to the Governor on progress toward the initiative's strategic objective; and

**(e)** Make recommendations to the Governor concerning agency representation and chairmanship of the Steering Committee.

**d. Executive Council.**

**(1) Objective.** To provide broad guidance for the *PA Open for Business* initiative on matters relating to state agency functions and processes.

**(2) Responsibilities.** The Executive Council shall receive a written report, twice annually, on the status of *PA Open for Business* and ensure that the project is compatible with the core missions of each agency.

**(3) Composition.** The Executive Council shall consist of the Cabinet Secretary of each of the participating agencies, and will be chaired by the Secretary of Administration.

**4. Effective Date.** This Executive Order shall take effect immediately.